

	<div>Montana Operations Manual</div> <div><i>Policy</i></div>	Policy Number	2.02
		Effective Date	September 1, 2006
		Last Revised	December 19, 2011
Issuing Authority	Department of Administration		
Risk Management Committee			

## **I. Purpose**

The purpose of this policy is to define the responsibilities, organization, and meeting requirements of the state Risk Management Committee.

## **II. Definitions**

The state Risk Management Committee is a committee established by the Department of Administration to assist state agencies to protect their vital physical, financial, and human resources through comprehensive and effective insurance and risk management programs.

## **III. Roles and Responsibilities**

The general functions of the committee shall be to:

- A. Regularly attend and participate in the state Risk Management Committee meetings.
- B. Establish effective loss prevention programs with the support of agency management and employees.
- C. Make recommendations to agency management and committees regarding the adoption of risk management policies or practices and, when necessary, administrative or legal action.
- D. Distribute loss trend data, training notices, and other pertinent information to key personnel to mitigate risk and increase awareness of how losses occur and how they can be prevented.
- E. Assure that risk exposure information is appropriately reported and collected from state agencies in order to maintain and preserve the insurability of the agency's assets.
- F. Assist supervisors in determining what measures are needed to prevent a recurrence of an incident and make appropriate recommendations to include

temporary measures to prevent recurrence while more permanent solutions are being considered.

- G. Monitor the effectiveness of the agency's risk management program.
- H. The risk management committee shall convene at least annually.
- I. Subcommittees consisting of uniform or similar risk management issues shall convene from time to time as requested by the Chairperson.
- J. Committee members shall receive regular training on their duties and other important matters including participation in public meetings.

#### **IV. Organization**

The Risk Management Committee shall consist of one representative of each state agency, each elected official, and each campus of the Montana University System. Advisory Council members serve at the pleasure of each agency or university head. The Chairperson shall be appointed by the Administrator of the Risk Management & Tort Defense Division.

#### **V. Public Meetings, Notices, and Correspondence**

- A. The full committee shall convene at least semi-annually. Subcommittees consisting of uniform or similar risk management issues shall convene from time to time as requested by the Chairperson.
- B. Meeting notices shall include an agenda with detail actions, handouts, and shall be posted on the Risk Management & Tort Defense Division's website, on the state's electronic calendar, and be provided to those who have previously shown an interest in the matter at least 72 hours prior to the meeting.
- C. All meeting correspondence shall make notice of the Risk Management & Tort Defense Division's intent to offer reasonable accommodations for those with disabilities and provide a contact name, address, phone number, mailing and e-mail addresses, including where to seek special needs or for ADA accommodation.
- D. Committee members shall receive regular training on their duties and other important matters including participation in public meetings

#### **VI. Rules Governing**

None

**VII. Statutes Governing**

None

**VIII. Administrative Use**

History Log	
Approved Date:	September 1, 2006
Effective Date:	September 1, 2006
Change and Review Contact:	<u>Brett Dahl</u>
Review:	Event Review: Any event affecting this policy may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.
Scheduled Review Date:	Five years from Effective Date
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Changes:	